



Ordinance 20 - _____

An Ordinance Repealing and Replacing Chapter 2, Article V, Division 4, of the City of Elk River, Minnesota, City Code, Abolishing the Ice Arena Commission and Establishing a Multipurpose Facility Advisory Commission

The City Council of the City of Elk River does hereby ordain as follows:

SECTION 1.

The Ice Arena Commission provided for in Chapter 2, Article V, Division 4 of the City Code shall be abolished and Sections 2-251 through 2-255 of the City Code repealed.

SECTION 2.

That a new advisory commission, the Multipurpose Facility Advisory Commission, shall be established by adoption of a new Division, as follows:

Division 4. Multipurpose Facility Advisory Commission

Section 2-251. Purpose.

The commission shall set goals and expectations for the community use and enjoyment of the Multipurpose Facility. The commission shall seek community input regarding the use and development of the Facility and make recommendations to the city council to protect and preserve the Facility as an asset to the community. The commission shall recommend an operational budget and capital plan that meets or exceeds the goals, values and vision of the Facility.

Section 2-252. Membership and Terms.

The commission shall consist of 9 members appointed by the council to include:

- 1) A City of Elk River resident and member in good standing of the Elk River Senior Center
- 2) Two (2) members in good standing representing turf-use associations, which use the Facility, including:
 - a. Elk River Youth Football Association
 - b. Elk River Youth Baseball Association
 - c. Elk River Youth Softball Association
 - d. Elk River Youth Lacrosse Association
- 3) Two (2) members in good standing representing ice-use associations, which use the Facility, including:
 - a. Elk River Youth Hockey Association
 - b. Elk River Figure Skating Club
- 4) A sitting member of the Elk River City Council

- 5) A designee of ISD #728
- 6) Two (2) at-large residents of the community with no affiliation to the former organizations for at least five (5) years.

Representatives of the ice and turf-use associations and the ISD #728 designee may be nonresidents of Elk River, but there shall be no more than three (3) nonresidents of Elk River serving on the commission at any one time.

Following the initial commissioner appointments, all commissioners shall be appointed for a term of three (3) years, serving on a staggered basis. For the initial commission appointments, the City Council shall assign terms of 1, 2, and 3 years for designated members.

Section 2-253. Authority and Duties.

The multipurpose facility advisory commissions authority shall include, but not be limited to, the study and recommendation to the city council on the following:

- 1) Develop a value statement and a mission statement for the commission. Review each statement annually and amend as so desired.
- 2) Serves as a conduit to the public to gain feedback on the effectiveness of the facility and services provided. Holds at least one annual public hearing to receive community comments regarding the operation, use, and future development of the facility.
- 3) Develop and provide a verbal annual report on the outcomes and activities of the facility to the City Council.
- 4) The commission shall review facility rental rates annually and recommend a fee schedule for incorporation into the annual budget.
- 5) The commission shall recommend a budget that balances facility revenue and expenses. The budget will include projected revenue, expenses, transfers, and capital improvements. The budget shall be completed no later than August 1 of each year.
- 6) The commission shall annually provide a draft capital improvement plan to the City Council that includes capital replacements, repairs, and additions. The plan shall project improvements over a rolling ten (10) year period. The capital plan shall be completed no later than September 1 of each year.
- 7) The commission shall review and recommend operational policies for the facility and review all policies at a minimum every two (2) years.

Section 2-254. Meetings.

At their inaugural meeting, and the first meeting of each subsequent year, the commission shall elect a chair, vice chair and secretary. The chair shall preside over each meeting and perform all duties assigned by the commission or the council. The vice chair shall assume the duties of the chair in the chair's absence. If a vacancy occurs in the chair, the vice chair shall fulfill the remaining term and the commission shall elect a new vice chair for the remaining term. The sitting Council Member and the



designee from ISD #728 are excluded from holding chair or vice chair positions. The secretary shall prepare the minutes of the commission.

The commission shall meet no fewer than three times per year. The commission shall develop bylaws and adopt a schedule of meetings, meeting times and locations at their first meeting of the year and provide the schedule to the City Council for approval.

A quorum shall consist of a majority of the sitting members. The commission shall follow Robert's Rules of Order. Meetings are subject to the Minnesota Open Meeting Law. Special meetings may be called by the chair or by a simple majority of the sitting commission.

SECTION 3.

This Ordinance shall be in full force and effect from and after its passage and shall be published as provided by law.

Passed and adopted by the City Council of the City of Elk River this 1st day of June 2020.

John J. Dietz, Mayor

ATTEST:

Tina Allard, City Clerk